

# **VENTURA COUNTY OFFICE OF EDUCATION**

Report of Review

## **AUDIT RESOLUTION PROCESS**

*Fiscal Years 2006-07 and 2007-08*



**JOHN CHIANG**  
California State Controller

June 2010



**JOHN CHIANG**  
**California State Controller**

June 30, 2010

Stanley C. Mantooth  
County Superintendent of Schools  
Ventura County  
5189 Verdugo Way  
Camarillo, CA 93012

Dear Mr. Mantooth:

The State Controller's Office reviewed the Ventura County Office of Education's (COE) audit resolution process for local education agency exceptions noted in the annual audit reports. The review covered fiscal year (FY) 2006-07 and FY 2007-08.

Based on our review, we concluded that the Ventura COE followed up on its respective school districts audit exceptions for FY 2006-07 and FY 2007-08. As a result, the Ventura COE was in compliance with Education Code section 41020.

If you have any questions, please contact Casandra Moore-Hudnall, Chief Financial Audits Bureau, at (916) 439-2414

Sincerely,

*Original signed by*

**JEFFREY V. BROWNFIELD**  
Chief, Division of Audits

JVB/wm

cc: Ken Prosser, Associate Superintendent  
Fiscal & Administrative Services  
Ventura County Office of Education  
Paula Driscoll, Executive Director  
School Business Advisory Services  
Ventura County Office of Education  
Scott Hannan, Director  
School Fiscal Services Division  
California Department of Education  
Arlene Matsuura, Education Fiscal Services Consultant  
School Fiscal Services Division  
California Department of Education  
Dan Troy, Principal Program Budget Analyst  
Education Systems  
California Department of Finance

# Contents

## Review Report

<b>Summary</b> .....	1
<b>Background</b> .....	1
<b>Objective, Scope, and Methodology</b> .....	2
<b>Conclusion</b> .....	3
<b>Views of Responsible Official</b> .....	3
<b>Restricted Use</b> .....	3

# Review Report

## Summary

The State Controller's Office (SCO) reviewed the Ventura County Office of Education's (COE) audit resolution process for local education agency exceptions noted in the annual audit reports for fiscal year (FY) 2006-07 and FY 2007-08. We concluded that the Ventura COE followed up on its respective school districts audit exceptions for FY 2006-07 and FY 2007-08.

## Background

Education Code section 41020(n) requires the State Controller to annually select a sampling of county superintendents of schools to perform a follow-up review of the audit resolution process. Results of these reviews are reported to the Superintendent of Public Instruction (SPI) and the county superintendents of the schools that were reviewed.

Furthermore, Education Code section 41020(n) states that the State Controller shall require auditors to categorize audit exceptions in the audit report in such a manner that both the county superintendent of schools and the SPI can discern which exceptions they are responsible for ensuring that a local education agency correct.

The Ventura COE provides coordination of educational programs and professional and financial supervision for 20 local education agencies and 1 joint powers entity under its direct jurisdiction. In addition, the county superintendent of schools maintains special schools and programs countywide independent of the local education agencies.

County superintendents of schools are required to:

- Review, for each of their school districts, the audit exceptions relating to attendance, inventory of equipment, internal control, and any miscellaneous items, and determine whether the findings have been corrected or an acceptable plan of correction has been developed (Education Code section 41020(i)(1));
- Review audit exceptions related to instructional materials program funds, teacher misassignments, and school accountability report cards. The county superintendents must also determine whether the exceptions have been corrected or an acceptable plan of correction has been developed (Education Code section 41020(i)(2));
- Review audit exceptions related to attendance exceptions or issues that shall include, but are not limited to, those related to revenue limits, adult education, and independent study (Education Code section 41020(j)(1));
- Notify the local education agency and request the governing board of the local education agency to provide to the county superintendent of schools a description of the correction or plan of correction by March 15 (Education Code section 41020(j)(2));

- Review the description of the correction or plan of correction and determine its adequacy and, if its response was not adequate, require the local education agency to resubmit a portion of its response (Education Code section 41020(j)(3)); and
- By May 15, certify to the SPI and the SCO that the county has reviewed all applicable exceptions, and state that all exceptions have been corrected or an acceptable plan for correction has been submitted by the local education agency to the county superintendent, except as noted in the certification. In addition, identify by local education agency any attendance-related exceptions or exceptions involving state funds, and require the local education agency to submit the appropriate reporting forms to the SPI for processing (Education Code section 41020(k)).

### **Objective, Scope, and Methodology**

Our review was conducted under the authority of Education Code section 41020(n). Our review scope was limited to determining whether or not the Ventura COE followed its audit resolution process in resolving audit exceptions. Our review did not include an evaluation of the sufficiency of the action taken by the local education agency and the Ventura COE to address each exception, nor did it assess the degree to which each exception was addressed. Specifically, our review was limited to the following procedures:

- Verifying that the Ventura COE addressed all attendance, inventory of equipment, internal control, and miscellaneous exceptions. In addition, we verified that the Ventura COE addressed any findings on Instructional Materials Program Funds, teacher misassignments, and school accountability report card. However, with respect to exceptions based on sample items, our review did not include a determination of whether or not the exception results were properly quantified and addressed at a district-wide or countywide level;
- Verifying that the Ventura COE notified local education agencies that they must submit completed corrective action forms to the Ventura COE by March 15, 2008, and March 15, 2009, for FY 2006-07 and FY 2007-08, respectively. Our review did not include an assessment of the local education agencies' progress with respect to taking corrective action;
- Verifying that the Ventura COE required the local education agencies to submit the appropriate reporting forms to the SPI for any attendance-related exceptions that affect state funding; and
- Reviewing the May 15, 2008 and May 15, 2009 letters of certification that the Ventura COE sent to the SPI and the SCO with respect to any resolved and unresolved audit exceptions.

**Conclusion**

Our review disclosed that the Ventura COE followed its audit resolution process for FY 2006-07 and FY 2007-08. As a result, the Ventura COE was in compliance with Education Code section 41020 for FY 2006-07 and FY 2007-08. The Ventura COE submitted its FY 2006-07 and FY 2007-08 certifications of corrective action to the SPI on May 15, 2008, and April 29, 2009, respectively. We made no additional determination regarding the Ventura COE's audit resolution process beyond the scope of the review outlined above.

**Views of  
Responsible  
Official**

We discussed our conclusion and review finding with Paula Driscoll, Executive Director of School Business Advisory Services, Ventura County Office of Education, on June 22, 2010. Ms. Driscoll generally agreed with the conclusion and authorized issuance of the final report.

**Restricted Use**

This report is intended solely for the information and use of the Ventura COE, the California Department of Education, the California Department of Finance, and the SCO; it is not intended to be and should not be used by anyone other than these specified parties. This restriction is not meant to limit distribution of this report, which is a matter of public record.

*Original signed by*

JEFFREY V. BROWNFIELD  
Chief, Division of Audits

June 30, 2010

**State Controller's Office  
Division of Audits  
Post Office Box 942850  
Sacramento, California 94250-5874**

**<http://www.sco.ca.gov>**